Approved For Release 2001/05/23 : CARDP80-01826R000400110028-0

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Security Information

ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

of the

CAREER SERVICE BOARDS

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Security Information DCI I. Organisation of the CAREER SERVICE BOARDS 7 May 1952 CIA CARBER SERVICE BOARD SECRETARIAT Deputy Director of Central Intelligence The Career Development Staff of the Deputy Director/Plans Office of Personnel serves as the Deputy Director/Intelligence
Deputy Director/Administration Secretariat of the CIA Career Service Board and the Chief, Career Develop-Inspector General ment Staff serves as the Executive Assistant Director (Personnel) Secretary of the Board. Director of Training Three Assistant Directors (or Office Heads), each Note: The 17 Office Career Service Boards, to serve for terms of six months' duration (see with composition as shown at the lower attached Schedule A) left, are located in the following Executive Secretary - Non-voting units of CIA: Three members of the Board constitute a quorum. 050 00 Training If a member can not be present, he may send a rep-OPC ORR Personnel resentative who will not, however, be counted in COMMO Administration OCD determining whether a quorum is present, nor may TSS OCI General Services he cast a vote, formally, on behalf of his prinosi T&SO cipal. The Board will hold scheduled monthly ONE Procurement meetings, and agenda and minutes of meetings will Finance be distributed to all persons on Schedule A. Office Career Service Board Functional Boards Assistant Director (or Office Head) ex officio Hazardous Duty Board Three or more Staff or Division Chiefs, or Honor Awards Board comparable high-level officials Professional Selection Panel Secretariat - Non-voting. (In most cases it Selection Boards for Service will be composed of Administrative and Schools, etc. Personnel Officers of the Office concerned and will perform staff support for the Board.)

II. Functions of the CIA Career Service Board

- 1. Develops policy governing the Career Service Program for approval by the DCI and serves as his advisor on all matters concerning the Program.
- 2. Supervises and reviews the functioning of Office Career Service Beards.
- 3. Establishes and maintains an Inventory of Executives (GS 15 and above).
- 4. Makes recommendations for filling key positions in the Agency with personnel from the Inventory of Executives.
- 5. Reviews evaluation of personnel contained in the Inventory of Executives and recommends rotation programs for their further development.
- 6. Approves the allocation of Rotation Loan Slots to Office Career Service Boards. (see Schedule B)
- 7. Appoints supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as Hazardous Duty Board; Henor Awards Board; Selection Board for Service Schools; Professional Selection Panel; etc., drawing on Agency personnel as necessary.
- 8. Prepares and submits annually to the DCI a summary of the operation of the CIA Career Service Program.

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III. Functions of the Secretariat of the CIA Career Service Board

- 1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
- 2. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
 - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
 - b. Transmitting to the CIA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.
 - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
 - d. Assisting Office Career Service Boards in effecting rotation appointments.
 - 5. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
 - f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
 - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agencywide basis.

IV. Functions of an Office Career Service Board

- 1. Serves as advisor to the Assistant Director (or Office Head) on all matters pertaining to the Career Service Program.
- 2. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
 - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
 - b. Sponsoring, developing and executing the Career Service Program of the Office concerned including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
 - c. Reviewing Personnel Evaluation Reports and proposed development, training, assignment, advancement and promotion plans for individuals.
 - d. Recommending cancellation or continuance of career development actions.
 - e. Participating in the development and execution of approved extra-Office rotation systems.
 - f. Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
 - g. Ensuring that the rotation appointees detailed by their Office to another Office are not everlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
 - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CTA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
 - i. Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
- 3. Supervises supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.

7 May 1952